



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REHABILITATION COORDINATOR III	34	B	12.421
REHABILITATION COORDINATOR II	33	B	12.427
REHABILITATION COORDINATOR I	31	B	12.431
REHABILITATION COORDINATOR TRAINEE	28	B	12.435

### SERIES CONCEPT

Rehabilitation Coordinators are responsible for developing individual rehabilitation programs, coordinating the delivery of services, counseling and guiding clients, providing job placement, minimizing disabling conditions and reducing dependency for individuals whose mental or physical disability presents a barrier to employment and/or self-sufficiency.

Incumbents interview and evaluate clients to determine potential eligibility for services; establish case histories to include family background, social characteristics, education, work experience, health history and financial status; schedule clients for medical, psychological, skill and aptitude assessments; and may make referrals to other social services as appropriate.

Review, interpret and evaluate results of diagnostic studies in order to determine if clients' conditions meets program criteria; determine whether surgery, physical restoration, therapy, counseling or training is necessary for successful rehabilitation; assist clients in selecting a realistic vocational goal; identify the barriers presented by the disability; and develop and implement a plan for services that will aid in achieving the goals of the case plan. If the clients are visually impaired, evaluate clients' mobility needs, home management skills and functional vision to determine additional deficiencies and needs relative to independent travel and daily living.

Consult with doctors, psychologists, therapists, prosthesis manufacturers, hospital staffs and dentists to plan and coordinate delivery of physical restoration services. Refer clients to training programs in high schools, universities, vocational schools, on-the-job training and arrange for visually impaired persons to receive mobility, independent living and business enterprise instruction to develop skills needed to achieve vocational or self-sufficiency goals. Authorize and monitor vocational assessment and vocational adjustment services to evaluate clients' physical limitations, level of vocational functioning, attitude, motivation and work tolerance. Act as a consultant with co-workers and other services providers such as social workers, veterans' representatives and school officials to discuss and coordinate areas of overlapping services.

Project and authorize expenditures to meet the clients' needs for physical restoration, training or other rehabilitation services; establish priorities of case spending; and track caseload expenses according to prevailing agency, State and federal policies and guidelines. Identify and utilize other available financial resources to maximize the use of agency funds.

Develop job placement resources by contacting local employers to become familiar with the job market; educate local employers about agency program goals and State and federal employment incentives; advise and assist employers regarding appropriate work station modification to accommodate specific disabilities; provide job placement and follow up; and counsel clients in job search skills in order to provide clients with suitable on-the-job training, supportive work, and selective job placement.

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### **SERIES CONCEPT (cont.)**

Document and maintain case files of all activities and expenditures pertaining to clients' rehabilitation; serve on committees and agency staffing to explore issues that impact the agency and its clientele; and collect, analyze, and report statistical data related to caseloads. Represent client and agency interests by attending meetings and community events and interacting with employers, other agencies, members of the community and local facilities and institutions.

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### **CLASS CONCEPTS**

#### **REHABILITATION COORDINATOR III**

Under direction, Rehabilitation Coordinator III's: 1) independently manage a satellite office in a designated geographical area located in a rural or metropolitan community. Office management responsibilities include administering the operating and program budgets to ensure expenditures do not exceed authorized levels and planning and scheduling the day to day activities within the scope of established goals and objectives. Incumbents supervise subordinate Rehabilitation Coordinators and/or the clerical support staff by assigning and reviewing work, providing training and employee development, conducting performance appraisals, and initiating disciplinary actions. Incumbents represent the agency and persons with disabilities to the community, educate the community about disability issues and agency programs and develop available community resources by attending meetings and conferences, sitting on boards and committees, making presentations and providing interpretations of program regulations and guidelines.

2) Serve as a lead Rehabilitation Coordinator within a rehabilitation unit located in a District Office which serves visually impaired clients; provide supervision and guidance to Rehabilitation Coordinator II's including assigning and reviewing work, providing training and staff development; conducting performance appraisals, and initiating disciplinary actions; and act as a District Manager in the District Manager's absence including taking action and reporting events consistent with agency, State and Federal guidelines.

Rehabilitation Coordinator III's also perform the full range of duties described in the series concept. This is the advanced journey level in the series. Work is assigned through agency goals and objectives and goal attainment is monitored through informational reports, formal discussions and case work review.

This class is distinguished from the lower level by the office management and supervisory duties which result in a greater complexity and variety of duties, higher levels of independence and decision making and a wider variety of knowledge, skills and abilities.

#### **REHABILITATION COORDINATOR II**

Under direction, these positions are responsible for functioning at a full journey level as a member of a rehabilitation unit supervised by a Rehabilitation Supervisor I or Rehabilitation Coordinator III in a district office, or in a metropolitan outreach office managed by a Rehabilitation Coordinator III.

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### **CLASS CONCEPTS (cont.)**

Assignments are typically based on case loads and individual proficiency. Incumbents make independent case decisions relative to the rehabilitation process and encumber funds for case services; however, individual case plans, case progress and case closure decisions are subject to supervisory review through case records and statistical printouts. Incumbents may assign and review work performed by clerical support staff.

This is the journey level for the series. It is distinguished from the lower levels by the greater level of independence, judgment and decision making required at the full journey level.

#### **REHABILITATION COORDINATOR I**

Under general supervision, Rehabilitation Coordinator I's develop individual rehabilitation programs and coordinate services for the vocational rehabilitation of persons with disabilities. Case plans, case progress and case decisions are routinely and continually monitored by the supervisor or a higher level Rehabilitation Coordinator.

This is the continuing trainee level in this series which provides for progression to the journey level upon satisfactory completion of the probationary period and the recommendation of the appointing authority.

#### **REHABILITATION COORDINATOR TRAINEE**

Under immediate supervision, Rehabilitation Coordinator Trainees learn to develop individual rehabilitation programs and coordinate services for the vocational rehabilitation of persons with disabilities.

This is the entry level in the series. Incumbents progress to the next higher level in the series upon satisfactory completion of the required probationary period and with the recommendation of the appointing authority.

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### **MINIMUM QUALIFICATIONS**

#### **REHABILITATION COORDINATOR III**

##### **EDUCATION AND EXPERIENCE:**

I

A Master's degree in rehabilitation counseling from an accredited college or university and one year of professional experience in a rehabilitation setting; OR

II

A Bachelor's degree in rehabilitation counseling from an accredited college or university and two years of professional experience in a rehabilitation setting; OR

III

One year of experience as a Rehabilitation Coordinator II in Nevada State service; OR

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### MINIMUM QUALIFICATIONS (cont.)

#### IV

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities. A Bachelor's degree in a related field may be substituted with an additional two years of professional experience in a rehabilitation setting.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of the principles and practices of supervision. Working knowledge of department policies, procedures and programs. General knowledge of accounting principles and practices sufficient to administer budgeted funds. General knowledge of the regulations and procedures affecting the purchasing process.

Ability to secure the cooperation of employers, educators and community leaders in furthering rehabilitation work. Ability to apply management techniques to plan, prioritize and schedule work flow. Ability to work independently and follow through on assignments with little or no supervision.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to function effectively in a public relations role to include public speaking in order to foster community understanding of disability issues. Ability to negotiate solutions to problems, formulate programs and procedures, exchange ideas and information with others and arrive at mutually agreeable decisions. Ability to delegate responsibility through written and verbal communication.

In addition, all applicable knowledge, skills and abilities requires at the lower level of the series.

**SPECIAL NOTE:** Some positions may require specialized background or skills in order for the incumbent to perform all the tasks required of the position such as special emphasis on the pathology of the eye, adaptive aids and equipment available to the visually impaired and specific principles and practices associated with rehabilitation of persons who are visually impaired. Any specialized knowledge, skills and abilities required will be identified at the time of recruitment within the scope of the class specifications.

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### REHABILITATION COORDINATOR II

#### EDUCATION AND EXPERIENCE:

##### I

A Master's degree in rehabilitation counseling from an accredited college or university; OR

##### II

A Bachelor's degree in rehabilitation counseling from an accredited college or university and one year of professional experience in a rehabilitation setting; OR

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### **MINIMUM QUALIFICATIONS (cont.)**

#### **III**

One year of experience as a Rehabilitation Coordinator I in Nevada State service; OR

#### **IV**

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities. A Bachelor's degree in a related field may be substituted with an additional two years of professional experience in a rehabilitation setting.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of incentive programs designed to promote employment of persons with disabilities. Working knowledge of medical reference texts, medical fee schedules and the Dictionary of Occupational Titles and how to use them effectively. General knowledge of standard tests used in evaluating characteristics, skills and aptitudes of rehabilitation clients.

Ability to motivate and persuade employers to hire people with disabilities. Ability to project, authorize and prioritize expenditures associated with rehabilitation services. Ability to synthesize and summarize complex technical information into verbal and written expression for presentation to clients, employers and service providers.

**NOTE:** Some positions may require specialized background or skills associated with rehabilitation of persons who are visually impaired. Some knowledge, skills and abilities specific to this area are:

General knowledge of business principles applicable to the establishment and conduct of small business operations. General knowledge of adaptive aids and equipment available to the visually impaired. General knowledge of the principles of peripatology and orientation and adjustment instruction. General knowledge of Welfare, Medicaid, Social Security and Support Employment regulations and how they apply to visually impaired persons. Working knowledge of medical, social and psychological problems unique to persons who are visually impaired.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the principles and techniques of counseling, case management and occupational testing. General knowledge of medical and psychological terminology, diagnoses and treatment processes sufficient to analyze and interpret medical and psychological reports. General knowledge of the theories and practices related to work assessment, work adjustment and work readiness training.

Ability to develop and implement individual rehabilitation plans.

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### MINIMUM QUALIFICATIONS (cont.)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

NOTE: Some positions may require specialized background or skills associated with rehabilitation of persons who are visually impaired. Some knowledge, skills and abilities which are specific to providing rehabilitation services to persons who are visually impaired are:

General knowledge of eye functions, eye pathologies, and the principles of optics. General knowledge of specific principles and practices associated with rehabilitation services for persons who are visually impaired.

In addition, all other knowledge, skills and abilities required at the lower levels of this series.

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#### REHABILITATION COORDINATOR I

##### EDUCATION AND EXPERIENCE:

I

A Bachelor's degree in rehabilitation counseling from an accredited college or university; OR

II

One year of experience as a Rehabilitation Coordinator Trainee in Nevada State service; OR

IV

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities. A Bachelor's degree in a related field such as psychology, sociology or counseling/guidance may be substituted with an additional two years of professional experience in a rehabilitation setting.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the theories, principles and practices associated with the rehabilitation of persons with mental and physical disabilities. General knowledge of occupational opportunities in the community served which are suitable for adults with physical or mental disabilities. General knowledge of local and Statewide labor market trends. General knowledge of technical equipment, adaptive aids and prosthetic appliances used to accommodate the needs of specific disabling conditions. General knowledge of agencies and community resources providing related human services including their roles and responsibilities.

Ability to document events and prepare clear, understandable case notes. Ability to read and analyze reports from other professionals.

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### MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of effective educational principles and practices. General knowledge of the appropriate use of rehabilitation facilities and their availability in the community. General knowledge of the sources and use of medical and psychiatric services.

In addition, all other knowledge, skills and abilities required at the lower levels of this series.

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### REHABILITATION COORDINATOR TRAINEE

#### EDUCATION AND EXPERIENCE:

Graduation from high school or the equivalent and sixty semester credits of college course work which included 12 credits in counseling/guidance, 12 credits in the behavioral sciences and two years of experience providing technical support in a rehabilitation setting equivalent to a Rehabilitation Technician II in Nevada State service.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the Rehabilitation Act of 1973 and its amendments and the Americans with Disabilities Act and its implications to the public, clients and employers. General knowledge of a variety of disabling conditions, diseases and injuries including prognosis, treatment and functional limitations.

Ability to relate to persons with disabilities from varying cultural, social and economic backgrounds. Ability to elicit information through interviewing techniques. Ability to establish rapport and gain the trust of others.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of human growth and development. General knowledge of the methods and techniques of interviewing, fact-finding and case recording. General knowledge of medical terminology.

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### MINIMUM QUALIFICATIONS (cont.)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to communicate effectively both verbally and in writing. Ability to prepare written reports and keep accurate records. Ability to identify and understand the needs of persons with disabilities and coordinate resources to meet those needs. Ability to analyze problems, identify solutions and make decisions as to an appropriate course of action.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	11/21/73	11/21/73	11/21/73	11/21/73
REVISED:	5/5/77	7/1/93P 10/23/92PC	7/1/93P 10/23/92PC	7/1/93P 10/23/92PC
REVISED:	7/1/93P 10/23/92PC			